

[Signature] 24 September 1952

Ch^{ef} of Administration, DD/P

Acting Chief, Organization & Methods Service

WE Division - T/O and Functions.

1. You have asked that we develop a prototype organizational structure, functions, and T/O for an area division. In examining the problems of the most typical division selected for this initial effort, the WE Division, those participating in the study have concluded that certain uniformities and similarities will occur within each area division, especially in supervisory and support elements, and that less similarity will exist within the operational elements at branch level because of varying program emphasis among the divisions.

2. The reorganization as required by the Director's memorandum of 15 July 1952 will require elements of Central Administration to assume responsibilities which they have never before held. This transition will necessarily occur on a gradual basis. As Central Administration assumes its new responsibilities, appropriate reductions in the T/O's and functions of the Division administrative elements should be made. In addition, an Area Division's structure and functions are all influenced by location. In this case, we have therefore assumed that the WE Division is remaining, for the foreseeable future, in Washington, and the proposals contained herein are in line with this concept.

3. Exhibits "A", "B", "C" and "D" attached reflect the positions, functions and structure proposed. The proposal, if approved will result in an increase of the present WE Division T/O from [REDACTED] positions, and this increase of [REDACTED] positions amounts to [REDACTED]. In the proposed T/O, [REDACTED] positions have been added at the Branch level and [REDACTED] have been removed from the staff and administrative elements. The ratios of various types of personnel for the WE Division, as set forth in exhibit "D", should be generally applicable to the other Area Divisions.

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4. The following assumptions have been made in developing the attached exhibits:

a. A relatively large Administrative Staff will be necessary until such time as adequate procedures are developed and full support responsibilities can be assumed by Central Administration.

b. The DD/P does not generally desire any merger of the Area Branches beyond that officially existing on 1 August 1952. (See [REDACTED])

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5. The Chief, WE Division, and the Organization and Methods Service concur generally in this presentation with one exception. The Organization and Methods Service does not concur in the provision for an Inspection and Review Staff within an Area Division. This arrangement would result in inconclusive self-audits. The Organization and Methods Service believes that this function should be performed at the DE/P and Senior Staff levels, and this has been provided for in the Director's reorganization directive of 15 July, 1952.

6. The grades presented herein have not been finally reviewed and concurred in by the Wage and Classification Division because of the time element. This will be arranged following your review of this presentation.

[REDACTED]
Acting Chief,
Organization & Methods Service

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